

# North Dakota

## 1-D Barcode Specifications

Revised August 2, 2006

The North Dakota Tax Department currently utilizes a scanning/imaging solution to process tax returns and payment vouchers. This document provides tax preparation software developers, i.e. vendors, requirements for developing computer generated tax forms.

### Specifications:

- 2 of 5 Interleave
- Barcode Dimensions – minimum  $\frac{3}{8}$ " x 1  $\frac{1}{4}$ "
- Print barcode numbers directly below the barcode
- 1-D barcodes are required on all forms listed below and should be placed in the same position as the sample form, using margin requirements of NACTP. Additional sample forms not listed in this document may have barcodes on them but they are *not* required.
- If you purchase forms from another vendor: Use your [NACTP ID](#) in the barcode. Print the form developer's number in the lower left corner.
- When creating the Estimated Payment Vouchers, the barcode must be the same for all four vouchers even if they are printed on multiple pages.

North Dakota is in the process of modifying some of our forms to use the revision date instead of the tax year within the barcode. This will minimize both the number of forms we have to add to our system and eliminate the need for vendors to get approval every year for simple changes such as barcode changes. The following two tables designate the specific format for each form that contains a 1-D barcode:

### Forms using tax year in barcode:

ND-1	ND-2	400-ES	ND-1EF	ND-1OF
ND-1V	NDW-R	Form 40	40-ES	Form 38
401-ES	Form 58	Form 60	400-EXT	401-EXT
40-EXT	40-X			

- 10 characters - YYID9999NN
  - Tax Year – 2 characters (YY)
  - Form ID – 2 characters (ID) See Appendix for form codes
  - NACTP ID – 4 characters (9999) See [NACTP website](#)
  - Page Number – (NN)

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### Forms using revision date in barcode:

Form 306	ST- Sales, Use, and Gross Receipts Tax Return	Sales and W/H Permit App.
Form 301-EF	Sales – One Time Remittance Form	Application to Register for Sales & Use Tax Permit as a Sole Proprietor
Form 307		

- 12 characters - MMYID9999NN
  - Form Revision Date – 4 characters (MMYY) – See Appendix for revision dates
  - Form ID – 2 characters (ID) – See Appendix for form codes
  - NACTP ID – 4 characters (9999) See [NACTP website](#)
  - Page Number – (NN)

Please refer to the [Guidelines for Substitute and Reproduced Tax Forms](#) for additional form design specifications.

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## Appendix

<b>ID</b>	<b>Title (Revision Date)</b>
01	Form ND-1
02	Form ND-2
03	Form 400-ES
04	Form ND-1EF
05	Form ND-IOF
06	Form ND-1V
07	Form NDW-R
08	Form 40
09	Form 40-ES
10	Form 38
11	Form 401-ES
12	Form 58
13	Form 60
14	Form 306 (0306)
17	Form 301-EF (1003)
18	Form 400-EXT
19	Form 401-EXT
20	Form 40-EXT
21	Form 40-X
22	Form 40-UT
23	Form 307 (0106)
24	Income Tax Withholding and Sales and Use Tax Permit Application (0106)
25	Form ST – Sales, Use, and Gross Receipts Taxes (0106) Form ST Instructions (1006) Schedule ST-Local (1006)
26	Sales – One Time Remittance Form (1006) Sales – One Time Remittance Instructions (1006)
27	Sales – Application to Register for Sales & Use Tax Permit as a Sole Proprietor (1105)
28	F10 – City Lodging & Restaurant Tax City Lodging Tax (0106)